

District Rural Development Agency, Daman & Diu

Suo-moto publication of 17 manuals under section 4 of Right to Information Act 2005

MANUAL -I

The particulars of its organization, functions and duties;

The District Rural Development Agency (DRDA) has traditionally been the principal organ at the District level to oversee the implementation of different anti-poverty programmes. Since its inception, the administrative costs of the DRDA were met by way of setting apart a share of the allocations for each programme.

However, of late, the number of the programmes had increased and while some of the programmes provided for administrative costs of the DRDA, others did not. There was no uniformity among the different programmes with reference to administrative costs. Keeping in view the need for an effective agency at the district level to coordinate the antipoverty effort, a new Centrally sponsored Scheme for strengthening the DRDA has been introduced with effect from 1st April 1999. Accordingly, the administrative costs are met by providing separate budget provisions.

If effective programme design is critical to successful implementation of rural development programmes, so is an effective delivery agency. None of the anti-poverty programmes can have impact unless they are implemented with a clarity of purpose and a commitment to the task. It is here that the DRDA play a critical role. The DRDA is not the implementing agency, but can be very effective in enhancing the quality of implementation through overseeing the implementation of different programmes and ensuring that necessary linkages are provided. To this extent the DRDA is supporting and a facilitating organization and play a very effective role as a catalyst in development process.

The District Rural Development Agency is visualized as a specialized and a professional agency capable of managing the anti-poverty programmes of the Ministry of Rural Development on the one hand and to effectively relate these to the overall effort of poverty eradication in the District. In other words, while the DRDA continue to watch over the ensure effective utilization of the funds intended for anti-poverty programmes, it develop a far greater understanding of the processes necessary for poverty alleviation/eradication. It also develop the capacity to build synergies among different agencies involved for the most effective results. Therefore it develop distinctive capabilities rather than perform tasks that are legitimately in the domain of the PRIs or the line departments. The role of the DRDA is therefore, distinct from all the other agencies, including the Zilla Parishad.

The DRDA is more professional and able to interact effectively with various other agencies. It coordinate with the line departments, the Panchayati Raj Institutions, the banks and other financial institutions, the NGOs as well as the technical institutions,

with a view to gathering the support and resources required for poverty reduction effort in the district. It endeavour and secure inter-sectoral and inter-departmental coordination and cooperation for reducing poverty in the district. It is able to coordinate and bring about a convergence of approach among different agencies for poverty alleviation that would set them apart.

The DRDA coordinate effectively with the Panchayati Raj Institutions.

The DRDA function under the chairmanship of the Chairman of the Zilla Parishad. It is a facilitating and supporting organization to the Zilla Parishad, providing necessary executive and technical support in respect of poverty reduction efforts.

The DRDA oversee the implementation of different anti-poverty programmes of the Ministry of Rural Development in the district. The DRDA monitor closely the implementation through obtaining of periodic reports as well as frequent field visits. The purpose of the visit is to facilitate the implementing agencies in improving implementation process, besides ensuring that the quality of implementation of programmes is high. This oversee whether the intended beneficiaries are receiving the benefits under the different programmes.

The DRDA keep the Zilla Parishad, the State and the Central Government duly informed of the progress of the implementation of the programmes through periodic reports in the prescribed formats. Special report, as and when called for, is provided.

It oversee and ensure that the benefits specifically earmarked for certain target groups (SC/ST, women and disabled) reach them. It take all necessary steps to achieve the prescribed norms.

The DRDA take necessary step to improve the awareness regarding rural development and poverty alleviation particularly among the rural poor. This would involve issues of poverty, the opportunities available to the rural poor and generally infusing a sense of confidence in their ability to overcome poverty. It involve sensitizing the different functionaries in the district to the different aspects of poverty and poverty alleviation programmes.

Keeping in view, the substantial investment that are being made in poverty alleviation programmes, the DRDA ensure financial discipline in respect of the funds received by it, whether from Central or State Governments. It ensure that the accounts are properly maintained including in respect of the funds allocated to banks or implementing agencies in according with the guidelines of different programmes.

Thus the role of the DRDA is in terms of planning for effective implementation of anti-poverty programmes; coordinating with other agencies – Governmental, non-Governmental, technical and financial for successful programme implementation; enabling the community and the rural poor to participate in the ensure adherence to guidelines, quality, equity and efficiency; reporting to the prescribed authorities on the implementation; and promoting transparency in decision making and implementation.

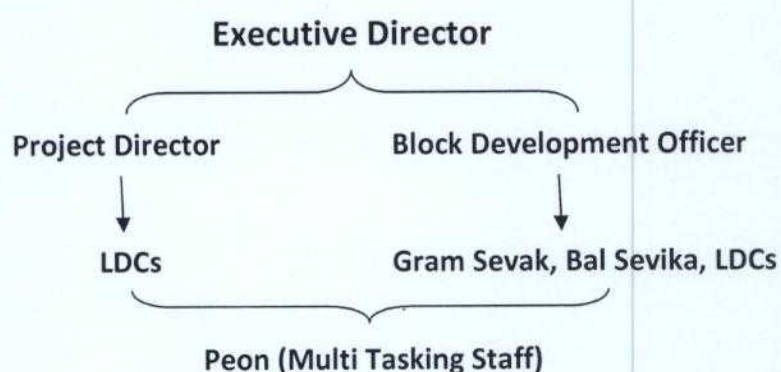
In addition the DRDA coordinate and oversee the conduct of the BPL Census and such other surveys that are required from time to time.

The DRDA carry out / aid in carrying out action research / or evaluation studies that are initiated by the Central / State Governments.

The DRDA deal only with the anti-poverty programmes of the Ministry of Rural Development. If DRDA is entrusted with programmes of other ministries or those of the

State governments, it ensure that these have a definite anti-poverty focus. Entrusting of any programme to the DRDA, other than anti-poverty programmes of the Ministry, be it of any other Ministry of Government of India or the respective State Government will have to be done with the approval of the Secretary, Rural Development of the respective State(s), who should examine such request in consultation with the Ministry or Rural Development, Government of India.

Organization Structure of the this District Rural Development Agency, Daman



MANUAL -II

The Powers and duties of its officers and employees;

- 1) **Executive Director** : The Executive and financial functions is lie with CEO, Zilla Parishad who has been designated as the Chief Executive Officer / Executive Director.
- 2) **Project Director** : He is designated has nodal officer as well as member secretary of governing body of the DRDA.
- 3) **Block Development Officer** : He is coordinating for implementation of various Centrally Sponsored Scheme implemented through DRDA Daman.
- 4) **Gram Sevak, Bal Sevika** : They are motivating the beneficiaries for availing of benefits under Centrally Sponsored Scheme implemented through DRDA Daman.
- 5) **LDC** : Maintaining inward & outward section, typing work, dispatch of tapal / letters. Any other work assigned to them.
- 6) **PEON** : Distribution of dak /file, cleaning of office, arrangement files in proper manner.

MANUAL -III

The procedure followed in the decision making process, including channels of supervision and accountability ;

The administration of the DRDA is carried out by a governing body. The Governing Body of the DRDA provide policy directions, approve the annual plan and also review and monitor the implementation of the plan, including the different programmes. It give such directions to the DRDA as may be necessary from time to time.

MANUAL -IV

The norms set by it for the discharge of its functions;

DRDA function under the overall supervision, control and guidance of the Zilla Parishad, and provide executive and technical support to the Zilla Parishad in discharging its functions.

MANUAL -V

Rules and Regulations followed;

The DRDA is an autonomous body register under Societies Act, 1960.

MANUAL -VI

A Statement of Documents Held by DRDA;

- 1) Registration Certificate of DRDA.
- 2) Bye laws of DRDA

MANUAL -VII

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

- 1) Governing Body DRDA
- 2) Vigilance and Monitoring Committee of DRDA and other committee

MANUAL –VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- 1) Governing Body DRDA
- 2) Vigilance and Monitoring Committee of DRDA and other committee

MANUAL – IX

A directory of its officers and employees;

Sr. No.	Name	Designations	Telephone Number
1	Shri S. S. Shidhu	Executive Director	09727208888 / 0260 - 2231059
2	Smt. Snehlata Chand	Project Director	0260 – 2230973
3	Shri. Dayabhai Aahir	BDO, Daman	09574900046
4	Shri Navin D. Patel	LDC, DRDA	09879142233
5	Smt. Bharti R. Joshi	Bal Sevika	09377026084
6	Shri Suresh Patel	LDC	09427801139
7	Shri Jayendra Dhodi	Peon	09979496829

MANUAL – X

The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

This DRDA is not having its own staff. However, 2 LDCs and 1 Peon have been provided by District Panchayat, Daman on working arrangement. They are paid there salary from the District Panchayat. Similarly, the Project Director has been provided from UT administration her salary is paid from UT budget.

MANUAL – XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The funds are being provided by the Ministry of Rural Development for implementation of Centrally Sponsored Scheme.

MANUAL – XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The subsidy is paid to the beneficiaries through BDO office by cheque.

MANUAL – XIII

Particulars of recipients of concessions, permits or authorizations granted by it;

Not applicable

MANUAL – XIV

Details in respect of the information, available to or held by it reduced in an electronic form;

Data under IAY Scheme beneficiaries is available on CPSMS.

MANUAL – XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Information can be obtained by public during working hours i.e. 09:30 a.m. to 6:00 p.m.

MANUAL – XVI

The names, designations and other particulars of the Public information Officers;

Sr. No.	Designation	Office address	Telephone Number	Email address
1	Project Director	District Panchayat Campus, Dholar, Moti Daman, Daman – 396 220.	0260-2230976	drdadaman@gmail.com

MANUAL – XVII

Such other information as may be prescribed and thereafter update these publications every year;

This Agency is also implementing the scheme called Member of Parliament Local Area Development Scheme. The mission of the scheme is given as follows :-

Member of Parliament Local Area Development Scheme (MPLADS)

1. There was a demand made by the MPs that they should be allowed to recommend works in their constituencies. Considering these suggestions, The Member of Parliament Local Area Development Scheme (MPLADS) was announced in the Parliament on 23rd December, 1993.
2. Under the Scheme, each MP has a choice to suggest to the concerned District Collector, developmental works based on locally felt-needs. In the initial years, each MP could suggest works to the tune of Rs. 1 crore per year. Realising the usefulness of the scheme, Hon'ble Prime Minister Shri Atal Bihari Vajpayee announced on 23rd December, 1998 that this amount was being raised from Rs. 1 crore to Rs. 2 crore from the financial year 1998-1999. However from the financial year 2011-12 the amount was again raised from Rs. 2 crore to Rs. 5 crore per year.
3. A variety of works have been taken up under the scheme which has contributed to the well being of the general public. Some very good works like construction of school buildings, community halls, library buildings, roads, hospital buildings, drinking water facilities, ambulances for Government hospital, installation of computers in Government and Government aided schools have been taken up under the scheme for the benefit of the common people.
4. The Department of Statistics and Programme Implementation, Ministry of Planning & Programme Implementation, Government of India, would have the nodal responsibilities for this scheme at the Centre. The Department concerned of the State Government will issue general instructions to all the planning and implementing agencies at the district level to co-operate, assist and implement the works referred to them under this scheme by the Heads of the districts. Copies of such instructions shall also be sent to the MPs at their constituencies and at their Delhi addresses.
5. The works under MPLADS are being implemented in Daman and Diu Districts by different UT Administration agencies such as PWD, Electricity Department, Health Department, Education Department, District Panchayat, Daman Municipal Council, Daman etc. The heads of the respective districts would be responsible for the coordination and overall supervision of the works under the scheme at the district level. The implementing agencies may not collect any administrative charges, centage, etc for their services of preparatory works, implementation, supervision, etc.
6. The funds received under the scheme is deposited in the State Bank of India, Moti Daman (Nationalized) Bank in the joint account operated by Collector, Daman and Project Director, DRDA, Daman.